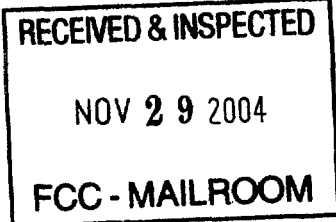


*A Tradition of Excellence*

**Lawrence C. Korchnak, Ph.D.** Superintendent  
**Cheryl A. Griffith, Ed.D.** Assistant Superintendent

November 23, 2004

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Federal Communications Commission  
Office of the Secretary  
445 12<sup>th</sup> Street SW  
Washington, DC 20554

Reference: **CC Docket No. 02-6**

Ladies and Gentlemen:

Please consider this letter as a formal **"Request for Review"** of a "denied in full" appeal submitted June 10, 2004 to the SLD.

The District requests a thorough review of the SLD denial. SLD determined that the District's SPIN change request failed to meet SLD minimum process standards and deadlines. The District contends that an error was made within the District that was not known until after deadline constraints, due, in part, to a change in personnel.

PERSON WHO CAN MOST READILY DISCUSS THE APPEAL:

Mr. Jeffrey Kline, Director of Administrative Services  
Phone: (412) 492-6308  
Fax: (412) 487-6674  
Email: [kline@htsd.k12.pa.us](mailto:kline@htsd.k12.pa.us)

OTHER PERTINENT INFORMATION:

Application Number: 321084  
Funding Request Numbers: 860373  
Funding Year: 2002-2003  
Billed Entity Number: 125203

The District will appreciate a thorough and prompt review of its request to honor this appeal.

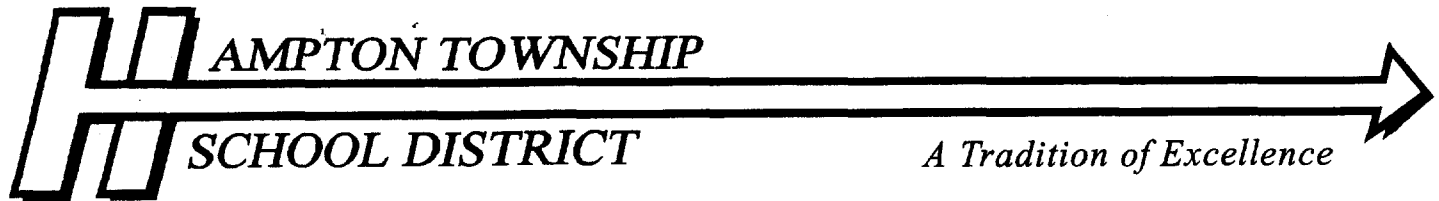
Sincerely,

Lawrence C. Korchnak, Ph.D.  
Superintendent

c Mr. Jeffrey Kline  
Mr. Edward McKaveney

Enclosures

No. of Copies rec'd 0  
List ABCDE



**Lawrence C. Korchnak, Ph.D.** *Superintendent*  
**Cheryl A. Griffith, Ed.D.** *Assistant Superintendent*

June 10, 2004

Letter of Appeal, Schools and Libraries Division  
Box 125 – Correspondence Unit  
80 South Jefferson Road  
Whippany, NJ 07981

Ladies and Gentlemen:

Please consider this letter as formal documentation of an appeal submitted by the Hampton Township School District in response to the Administrator's Decision on SPIN Change, dated April 22, 2004.

Specific information required to respond to this appeal includes:

**PERSON WHO CAN MOST READILY DISCUSS THE APPEAL:**

Mr. Jeffrey Kline, Director of Administrative Services  
Phone: (412) 492-6308  
Fax: (412) 487-6674  
Email: [kline@htsd.k12.pa.us](mailto:kline@htsd.k12.pa.us)

**OTHER NECESSARY INFORMATION:**

Application Number: 321084  
Funding Request Numbers: 860373  
Funding Year: 2002-2003  
Billed Entity Number: 125203

The primary basis of this appeal revolves around the following: On July 1, 2002, Verizon Network Integration was the District's service provider. In error, the District requested a SPIN change, effective August 22, 2002, to Penn Telecom as a new service provider. An attempt was made to correct that SPIN change request; however, Verizon of PA was indicated instead of Verizon Network Integration. Verizon Network Integration has always been and continues to be The District's Internet Service Provider. The similarity of names between Verizon of PA and Verizon Network Integration contributed to the second incorrect SPIN change request. This

problem was just brought to Mr. Don Allaman's attention on Monday, April 12, 2004, as SLD tried to process the BEAR form. But, the SPIN on the BEAR did not match the SPIN on the FRN. The District's director of administrative services at that time requested the previous changes. He is no longer with the District. Penn Telecom does not have the capability to be the Internet provider.

The District will appreciate a thorough and prompt review of its request to honor this appeal.

Sincerely,

A handwritten signature in cursive script, reading "Lawrence C. Korchnak". The signature is written in black ink and is positioned above the printed name and title.

Lawrence C. Korchnak, Ph.D.  
Superintendent

c: Mr. Jeffrey Kline  
Mr. Donald Allaman

**Schools and Libraries Universal Service Program  
Services Ordered and Certification Form 471  
Application Display**

**Block 1: Billed Entity Information**

**Applicant's Form Identifier:** 471-Y5-Internet

**471 Application Number:** 321084

**Cert. Postmark Date:** 01/17/2002

**Out of Window Letter Date:** Not applicable

**Funding Year:** 07/01/2002 - 06/30/2003

**Form Status:** CERTIFIED - In Window

**Billed Entity Number:** 125203

**RAL Date:** 02/05/2002

**Name:** HAMPTON TOWNSHIP SCHOOL DIST

**Address:** 2919 East Hardies Road, 3rd Floor

**City:** Gibsonia **State:** PA **Zip:** 15044

**Contact Name:** Donald Allaman

**Address:** 2929 McCully Road

**City:** Allison Park **State:** PA **Zip:** 15101 1396

**Type of Application:** SCHOOL DISTRICT

**Ineligible Orgs:** N

**Block 3: Impact of Services Ordered in THIS Application**

**Number of students to be served:** 3242

**Number of library patrons to be served:**

SERVICE DESCRIPTION	BEFORE ORDER	AFTER ORDER
h. Internet access(for schools): How many rooms have Internet access before and after your order?	142	142
j. Internet Access: How many computers (or other devices) with Internet access before and after your order?	1200	1200

**Block 4: Worksheets**

**Worksheet A No:** 394777

**Student Count:** 3242

Weighted Product (Sum. Column 8): 1296.8

Shared Discount: 40%

1. School Name: CENTRAL ELEMENTARY SCHOOL  
 2. Entity Number: 16406 3. Rural/Urban: Urban  
 4. Student Count: 579 5. NSLP Students: 33 6. NSLP Students/Students: 5.699%  
 7. Discount: 40% 8. Weighted Product: 231.6

1. School Name: HAMPTON HIGH SCHOOL  
 2. Entity Number: 16407 3. Rural/Urban: Urban  
 4. Student Count: 1074 5. NSLP Students: 43 6. NSLP Students/Students: 4.003%  
 7. Discount: 40% 8. Weighted Product: 429.6

1. School Name: HAMPTON MIDDLE SCHOOL  
 2. Entity Number: 16410 3. Rural/Urban: Urban  
 4. Student Count: 801 5. NSLP Students: 54 6. NSLP Students/Students: 6.741%  
 7. Discount: 40% 8. Weighted Product: 320.4

1. School Name: POFF ELEMENTARY SCHOOL  
 2. Entity Number: 16317 3. Rural/Urban: Urban  
 4. Student Count: 375 5. NSLP Students: 14 6. NSLP Students/Students: 3.733%  
 7. Discount: 40% 8. Weighted Product: 150

1. School Name: WYLAND ELEMENTARY SCHOOL  
 2. Entity Number: 16413 3. Rural/Urban: Urban  
 4. Student Count: 413 5. NSLP Students: 45 6. NSLP Students/Students: 10.895%  
 7. Discount: 40% 8. Weighted Product: 165.2

## Block 5: Discount Funding Request(s)

FRN: 860373 FCDL Date:	
11. Category of Service: Internet Access	12. 470 Application Number: 232560000404305
13. SPIN: 143004063	14. Service Provider Name: Penn Telecom, Inc.
15. Contract Number: N/A	16. Billing Account Number:
17. Allowable Contract Date: 01/15/2002	18. Contract Award Date: 01/16/2002
19a. Service Start Date: 07/01/2002	19b. Service End Date:
20. Contract Expiration Date: 06/30/2003	
21. Attachment #: 471-Y5-Internet	22. Block 4 Worksheet No.: 394777
23a. Monthly Charges: \$680.00	23b. Ineligible monthly amt.: \$0.00
23c. Eligible monthly amt.: \$680.00	23d. Number of months of service: 12
23e. Annual pre-discount amount for eligible recurring charges ( 23c x 23d): \$8,160.00	
23f. Annual non-recurring (one-time) charges: \$0.00	23g. Ineligible non-recurring amt.: \$0.00
23h. Annual pre-discount amount for eligible non-recurring charges ( 23f - 23g): \$0.00	
23i. Total program year pre-discount amount ( 23e + 23h): \$8,160.00	
23j. % discount (from Block 4): 40	
23k. Funding Commitment Request ( 23i x 23j): \$3,264.00	

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**Block 6: Certifications and Signature**

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24a. Schools: Y

24b. Libraries or Library Consortia: N

26a. Individual Technology Plan: N

26b. Higher-Level Technology Plan(s): Y

26c. No Technology Plan Needed:

27a. Approved Technology Plan(s): Y

27b. State Approved Technology Plan: N

27c. No Technology Plan Needed:

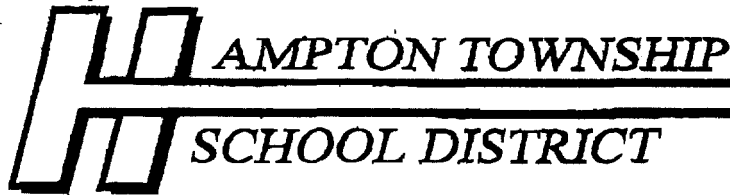
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*A Tradition of Excellence*

*John H. Wilson, Director of Administrative Services*

*Sharon R. McMorran, Business Manager*

**SPIN CHANGE REQUEST**

July 23, 2002

SPIN Change Request  
Schools and Libraries Division  
Box 125 - Correspondence Unit  
80 S. Jefferson Road  
Whippany, NJ 07981

Dear Sir or Madam:

The Hampton Township School District (Billed Entity Number 125203) is requesting a SPIN change for the following Funding Request Numbers submitted on Form 471 Application Number 324156:

867438	866713	866804	866919
867152	867490	867539	867585
867666	867384	867315	867247

The District requests a change from our original service provider, Verizon-Pennsylvania, Inc. (SPIN Number 143-001-398) to Penn Telecom (SPIN Number 143-004-023). The effective date of this change is August 22, 2002.

I certify that (1) all SPIN changes requested in this letter are allowed under all applicable state and local procurement rules, (2) the SPIN changes are allowable under the terms of the contract, if any, between the applicant and its original service provider, and (3) the applicant has notified its original service provider of its intent to change service providers.

If you have any questions or require additional information, please contact me at (724) 449-8888 or by e-mail at [wilsonj@hwsd.k12-pa.us](mailto:wilsonj@hwsd.k12-pa.us).

Sincerely,

John H. Wilson  
Director of Administrative Services

pc: Don Allaman  
T. R. Freiling  
Jason Hanlon



## Universal Service Administrative Company

Schools & Libraries Division

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### FUNDING COMMITMENT DECISION LETTER

(Funding Year 2002: 07/01/2002 - 06/30/2003)

May 21, 2002

HAMPTON TOWNSHIP SCHOOL DIST  
Donald Allaman  
2929 McCully Road  
Allison Park, PA 15101-1396

Re: Form 471 Application Number: 321084  
Funding Year 2002: 07/01/2002 - 06/30/2003  
Billed Entity Number: 125203  
Applicant's Form Identifier: 471-Y5-Internet

Thank you for your Funding Year 2002 E-rate application and for any assistance you provided throughout our review. We have completed review of your Form 471. This letter is to advise you of our decision(s).

#### FUNDING COMMITMENT REPORT

On the pages following this letter, we have provided a Funding Commitment Report for the Form 471 application cited above. We have reviewed each Discount Funding Request on your Form 471 application and have assigned a Funding Request Number (FRN) to each Block 5. The enclosed report includes a list of the FRNs from your application. The SLD is also sending this information to your service provider(s) so preparations can be made to begin implementing your E-rate discount(s) upon the filing of your Form 486. Immediately preceding the Funding Commitment Report, you will find a guide that defines each line of the Report.

#### NEXT STEPS

**FILE FORM 486.** Once you have reviewed this letter and have determined that some or all of your requests have been funded, your next step to facilitate receipt of discounts as featured in this letter will be to file an FCC Form 486 with the SLD. The Form 486 notifies the SLD to begin payment to your service provider and provides certified indication that your technology plan(s) has been approved by an SLD certified Technology Plan Approver. The Form 486 and instructions and the list of SLD certified Technology Plan Approvers can be found on the SLD web site at <[www.sl.universalservice.org](http://www.sl.universalservice.org)> or you can call the SLD Client Service Bureau at 1-888-203-8100 and ask that the form be sent to you. The Form 486 dated July, 2001 in the lower right corner MUST be used for Funding Year 2002 and for any previous funding years. Submissions of earlier versions of the Form 486 will be returned to you and will not be able to be processed. As you complete Form 486, you should also contact your service provider to verify they have received notice from the SLD of your funding commitments. After the SLD processes your Form 486, we can process invoices for services that have been provided to you.

**DEADLINE FOR FORM 486.** Form 486 must be postmarked within 120 days of the Service Start Date featured on the Form 486 or within 120 days of the date of the Funding Commitment Decision Letter, whichever is later. If the Form 486 is postmarked after the later of those two dates, the date 120 days before the Form 486 postmark date will become the start date for discounted services. If the service start date is moved, your funding commitment may be reduced. You are advised to keep proof of the date of mailing of your form(s).



**REVIEW CIPA REQUIREMENTS.** On December 21, 2000, the Children's Internet Protection Act (CIPA) was signed into law. That law requires schools and libraries that receive Universal Service discounts for certain services to adopt an Internet safety policy incorporating the use of filtering or blocking technology on computers with Internet access as a condition of receiving those discounts. Funding Year 2002 may be the Second Funding Year for purposes of CIPA for one or more schools and/or libraries represented on your Form 486. (Funding Year 2002 is the Second Funding Year for purposes of CIPA for a school or library if a Form 486 for internet access or internal connections was successfully data entered for Funding Year 2001. See the section of the Form 486 Instructions entitled "Impact of CIPA Requirements on Form 486" for more information on First, Second and Third Funding Years.) If Funding Year 2002 is the Second Funding Year for purposes of CIPA for one or more schools and/or libraries represented on your Form 486, those school(s) and/or library(ies) must certify that they are in compliance with CIPA unless state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification otherwise required. A school or library so prevented may request a waiver for Funding Year 2002. Certification(s) for purposes of CIPA and CIPA waiver request(s) must be made on the Form 486 or the Form 479, whichever is appropriate. See the Form 486 Instructions and the Form 479 Instructions for more information. You may also refer to the SLD web site at <www.sl.universalservice.org> or call the Client Service Bureau at 1-888-203-8100 for more information about Form 486, Form 479, and the requirements of CIPA.

**FILE FORM 472 (APPLICANT) or FORM 474 (SERVICE PROVIDER).** After a Form 486 has been properly filed, the SLD must receive an invoice from either the applicant or the service provider in order to make payments for approved discounts on eligible services. Form 472, Billed Entity Applicant Reimbursement (BEAR) Form, is filed by the applicant; Form 474, Service Provider Invoice Form, is filed by the service provider.

**NEW DEADLINES FOR INVOICES.** Invoices must be postmarked within 90 days of the last date to receive service or within 90 days of the date of the Form 486 Notification Letter, whichever is later. If an invoice is postmarked after the later of those two dates, payment will be denied.

#### **TO APPEAL THESE FUNDING COMMITMENT DECISIONS**

If you wish to appeal the Funding Commitment Decision(s) (FCD) indicated in this letter, your appeal must be RECEIVED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD) WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify which FCD Letter you are appealing. Indicate the relevant funding year and the date of the Funding Commitment Decision Letter. Your letter of appeal must also include the applicant name, the Form 471 Application Number, and the Billed Entity Number from the top of your FCD Letter.
3. Identify the particular Funding Request Number (FRN) that is the subject of your appeal. When explaining your appeal, include the precise language or text from the Funding Commitment Decision Letter that is at the heart of your appeal. By pointing us to the exact words that give rise to your appeal, the SLD will be able to more readily understand and respond appropriately to your appeal. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 125 - Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by calling the Client Service Bureau.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to CC Docket Nos. 96-45 and 97-21 on the first page of your appeal to the FCC. Your appeal must be RECEIVED BY THE FCC WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by calling the Client Service Bureau. We strongly recommend that you use either the e-mail or fax filing options because of continued substantial delays in mail delivery.

to the FCC. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

#### NOTICE ON RULES AND FUNDS AVAILABILITY

Applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the universal service mechanisms for schools and libraries. FCC Form 471 Applicants who have received funding commitments continue to be subject to audits and other reviews that SLD or the Federal Communications Commission may undertake periodically to assure that funds have been committed and are being used in accordance with all such requirements. If the SLD subsequently determines that its commitment was erroneously issued due to action or inaction, including but not limited to that by SLD, the Applicant, or Service Provider, and that the action or inaction was not in accordance with such requirements, SLD may be required to cancel these funding commitments and seek repayment of any funds disbursed not in accordance with such requirements. The SLD, and other appropriate authorities (including but not limited to USAC and the FCC), may pursue enforcement actions and other means of recourse to collect erroneously disbursed funds. The timing of payment of invoices may also be affected by the availability of funds based on the amount of funds collected from contributing telecommunications companies.

We look forward to continuing our work with you on connecting our schools and libraries through advanced telecommunications services.

Sincerely,

Schools and Libraries Division  
Universal Service Administrative Company

Enclosures

## A GUIDE TO THE FUNDING COMMITMENT REPORT

Attached to this letter will be a report for each E-rate funding request from your application. We are providing the following definitions.

**FUNDING REQUEST NUMBER (FRN):** A Funding Request Number is assigned by the SLD to each Block 5 of your Form 471 once an application has been processed. This number is used to report to Applicants and Service Providers the status of individual discount funding requests submitted on a Form 471.

**FUNDING STATUS:** Each FRN will have one of three definitions: "Funded," "Not Funded," or "As Yet Unfunded."

1. An FRN that is "Funded" will be approved at the level that SLD determined is appropriate for that item. The funding level will generally be the level requested unless the SLD determines during the application review process that some adjustment is appropriate.
2. An FRN that is "Not Funded" is one for which no funds will be committed. The reason for the decision will be briefly explained in the "Funding Commitment Decision," and amplification of that explanation may be offered in the section, "Funding Commitment Decision Explanation." An FRN may be "Not Funded" because the request does not comply with program rules, or because the total amount of funding available for this Funding Year was insufficient to fund all requests.
3. An FRN that is "As Yet Unfunded" reflects a temporary status that is assigned to an FRN when the SLD is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for requests for internal connections at a particular discount level. For example, if your application included requests for discounts on both telecommunications services and internal connections, you might receive a letter with our funding commitment for your telecommunications funding requests and a message that your internal connections requests are "As Yet Unfunded." You would receive a subsequent letter(s) regarding the funding decision on your internal connections requests.

**SERVICES ORDERED:** The type of service ordered from the service provider, as shown on Form 471.

**SPIN (Service Provider Identification Number):** A unique number assigned by the Universal Service Administrative Company to service providers seeking payment from the Universal Service Fund for participating in the universal service support mechanisms. A SPIN is also used to verify delivery of services and to arrange for payment.

**SERVICE PROVIDER NAME:** The legal name of the service provider.

**CONTRACT NUMBER:** The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on Form 471.

**BILLING ACCOUNT NUMBER:** The account number that your service provider has established with you for billing purposes. This will be present only if a Billing Account Number was provided on Form 471.

**EARLIEST POSSIBLE EFFECTIVE DATE OF DISCOUNT:** The first possible date of service for which the SLD will reimburse service providers for the discounts for the service.

**CONTRACT EXPIRATION DATE:** The date the contract expires. This will be present only if a contract expiration date was provided on Form 471.

**SITE IDENTIFIER:** The Entity Number listed in Form 471, Block 5, Item 22a will be listed. This will appear only for "site specific" FRNs.

**ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE RECURRING CHARGES:** Eligible monthly pre-discount amount approved for recurring charges multiplied by number of months of recurring service provided in the funding year.

**ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE NON-RECURRING CHARGES:** Annual eligible non-recurring charges approved for the funding year.

**PRE-DISCOUNT AMOUNT:** Amount in Form 471, Block 5, Item 23, Column I, as determined through the application review process.

DISCOUNT PERCENTAGE APPROVED BY THE SLD: This is the discount rate that the SLD has approved for this service.

FUNDING COMMITMENT DECISION: This represents the total amount of funding that the SLD has reserved to reimburse service providers for the approved discounts for this service for this funding year. It is important that you and the service provider both recognize that the SLD should be invoiced and the SLD may direct disbursement of discounts only for eligible, approved services actually rendered.

FUNDING COMMITMENT DECISION EXPLANATION: This entry may amplify the comments in the "Funding Commitment Decision" area.

FUNDING COMMITMENT REPORT

Form 471 Application Number: 321084  
Funding Request Number: 860373      Funding Status: Funded  
Services Ordered: Internet Access  
SPIN: 143004333      Service Provider Name: Verizon Network Integration Cor  
Contract Number: N/A  
Billing Account Number: N/A  
Earliest Possible Effective Date of Discount: 07/01/2002  
Contract Expiration Date: 06/30/2003  
Annual Pre-discount Amount for Eligible Recurring Charges: \$8,160.00  
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00  
Pre-Discount Amount: \$8,160.00  
Discount Percentage Approved by the SLD: 40%  
Funding Commitment Decision: \$3,264.00 - FRN approved as submitted